

**POC 2019
Palm & Lauric Oils Conference
4-6 March 2019**



GROUP RESERVATIONS FORM

- New Booking Amendment Cancellation Return Guest
 Wedding Package Banquet Package Others

To : Tengku Farah	From : _____
Company: Mandarin Oriental, Kuala Lumpur	Company: _____
Tel : +603 2719 8609	Tel : _____
Fax : +603 2179 8658	Fax : _____
E-mail : tgfarah@mohg.com	Email : _____

Guest's Information

Mr/Ms _____	_____	_____
	Last Name	Given Name
Designation _____	_____	Company Name _____
Company Address _____	_____	_____
Zip/City Code _____	_____	Country _____
Passport Number _____	_____	Nationality _____
Place & Date of Issue _____	_____	Date of Birth _____
Tel _____	_____	Fax _____
Email _____	_____	_____

Reservation Requirements

Room Type	<input type="checkbox"/> Deluxe Towers View @ RM475.00++ room only			
	<input type="checkbox"/> Club Deluxe City View @ RM865.00++ room only			
Additional International buffet breakfast is charge at RM93.00++ per person				
Arrival	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Date	Flight Number	ETA	Airport Transfer
Departure	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Date	Flight Number	ETD	Airport Transfer

Guest's Preference

Preferred Room	<input type="checkbox"/> Smoking	<input type="checkbox"/> Non Smoking	<input type="checkbox"/> No Preference
Preferred Location	<input type="checkbox"/> Near the lift	<input type="checkbox"/> Away from lift	<input type="checkbox"/> No Preference
Preferred Bed	<input type="checkbox"/> King	<input type="checkbox"/> Twin	<input type="checkbox"/> No Preference

Payment Instructions

<input type="checkbox"/> All charges on guest's own account	<input type="checkbox"/> All charges to be billed to company
<input type="checkbox"/> Others (please specify) _____	
All reservations must be guaranteed with valid credit card for room reservation confirmation. Notice of cancellation must be received no later than 72 hours of arrival date to avoid a cancellation penalty equivalent to one room night's charge.	
Credit Card	_____
	Credit Card Type/Number Expiry Date
Card Holder's Name	_____

Remarks: All reservation forms to be submitted by 28 February 2019. Any reservation after this date will be subject to room availability.

Hotel Confirmation

Room Rate	Confirmation Number	Confirmed by	Date
_____	_____	_____	_____

NOTE :

- Airport transfers (Mercedes Benz E-Class / S-Class / Toyota Alphard / Combi Van) are available upon request.
- Extra bed is chargeable at MYR 90.00++ per bed per night (Complimentary for child aged 12 years and below)
- All rates quoted are in Malaysian Ringgit, subject to 10% service charge, 6% GST and Tourism Tax of MYR 10 per room per night (applicable to non-Malaysians and non-permanent residents of Malaysia)